

EMPLOYMENT OPPORTUNITY

20 East Sixth Street • Tempe, Arizona 85281 • 480/350-8276 • TDD 480/350-8400
<http://www.tempe.gov>

Committed to Equal Opportunity and Reasonable Accommodation



ADMINISTRATIVE ASSISTANT I (Police Department – Alarms)

OPENING DATE: December 6, 2004

CLOSING DATE: December 13, 2004

SALARY RATE

\$26,245 (\$12.62/hour)

This position is FLSA Non-Exempt - eligible for overtime compensation and/or compensatory time.

MINIMUM QUALIFICATIONS

Requires some general clerical experience including public contact experience, plus equivalent to the completion of the twelfth grade. Additional specialized clerical training and customer service experience is desirable.

ADDITIONAL REQUIREMENT

Referred applicants must pass a polygraph and background check. Each application must include a signed supplemental questionnaire indicating that the applicant has read and understands the **AUTOMATIC and DISCRETIONARY DISQUALIFIERS**. Applications submitted without additional supplemental questionnaire will be **DISQUALIFIED**.

REPRESENTATIVE DUTIES

- Type and proofread a variety of documents including general correspondence, agendas, reports, memos and statistical charts from rough draft, recordings, forms, copy, notes, or verbal instruction. May sign and distribute form letters; perform a variety of routine clerical work including filing, billing, verifying and recording information on records.
- Act as a receptionist; answer the telephone and wait on the general public, providing routine and general information on departmental and City policies and procedures as required; refer telephone calls to appropriate department personnel.
- Compile data for statistical and financial reports; maintain a variety of statistical records; check and tabulate basic statistical data; prepare simple statistical reports; process personnel, payroll and purchasing information; order and maintain office supplies; resolve errors in orders received and on invoices.
- Perform record keeping for various funds and expenditures; maintain inventory records and other department and program files.
- Sort and file documents and records, maintain alphabetical, index, and cross-reference files.
- Operate a computer, calculator and/or other office equipment; receive, sort and distribute incoming and outgoing correspondence; issue, receive, type and possess various applications, permits and forms
- May receive incoming telephone and voice radio calls, record required information and use voice radio to dispatch necessary City services; maintain radio contact with City units.
- May maintain and control petty cash fund; accept payment of fees and make change; maintain and process cash records.
- Enter data and information using computer applications such as MS Word and Excel.

SELECTION CRITERIA

Applicants whose experience and training most closely suit the needs of the City may be selected for further testing/interviews. The City of Tempe conducts thorough background checks. Falsifying information or lying during any stage of the selection/hiring process will make you ineligible for new or continued City employment.

RECRUITMENT CODE: 1696

BRG/tlm